



NEWLYN ART GALLERY & THE EXCHANGE

JOB OUTLINE: EVENTS PROGRAMMER (Maternity Cover)

Job title: Events Programmer

Salary: Band 4 (£18,591 - £20,924) pro rata

Employment term part-time, fixed term from early October by arrangement with the successful candidate until 01/11/2020

Days/hrs of work 18.75 hours per week, one of the work days should be a Wednesday, other than that work days are to be agreed

Reporting to Programme Curator (Learning)

Reported to by Freelance artists and workshop leaders



Image: Adult Workshop, COLLAGE, COLOUR AND LINE, Newlyn Art Gallery & The Exchange, image credit Ian Kingsnorth

PURPOSE OF THE ROLE OF EVENTS PROGRAMMER (MATERNITY COVER)

The Maternity Cover for the Events Programmer will work closely with the Programme team to create events and workshops to ensure Newlyn Art Gallery & The Exchange remain a key community venue and a social space. You will also work closely with the Operations team to generate additional income streams through the hiring of spaces to support the gallery's core work. We are looking for applicants who enjoy bringing people together, are well organised and practical, as well as being creative and able to bring their own ideas to our programme. You will be comfortable calculating budgets and understand customer service and basic marketing. You'll need to be able to work well in a small team, whilst working under your own steam and you need to be good at working to deadlines.

EVENTS

You will manage and deliver events already put in place for the Autumn/Winter Season 2019/20, such as workshops for children and adults and The Makers' Market Christmas Edition. You will create and deliver regular, cost-recovering, ticketed events for our audiences for the gallery exhibition seasons spring and summer 2020 and autumn/winter 2020/21. Together with the Programme Curator (Learning) you will develop the gallery's pool of freelance artists to deliver workshops and events as part of the gallery's learning programme. You will maintain best relationships with existing community partners and ensure the gallery is involved in key community events.

HIRES

You will manage and deliver venue hires across both sites, using existing systems and procedures. You will promote both gallery venues to potential hirers for their events. Our main hirers are businesses and local community groups. Specifically, you will develop and deliver a targeted, digital marketing campaign aimed at members of the Cornwall Chamber of Commerce (CCoC), working closely with the Marketing Manager to ensure gallery marketing guidelines are followed. You will research aspects in connection to income generation from the Cornwall Media Resource Pool, a new AV resource for artists and art institutions working in the region that offers equipment hire at affordable rates.

The role includes carrying out administrative tasks, including making phone calls, writing and answering emails, working with spreadsheets, preparing risk assessments and preparing printed materials for visitors, staff and other organisations. You will also be involved in the day-to-day running of the programme, which includes delivering or supervising activity in the gallery. This includes occasionally working evenings and weekends. You will work closely with the Marketing Manager to ensure they receive suitable content to promote the gallery's workshops and events in a timely manner. You will be good at researching information and collecting evaluation to inform your day-to-day work.

Above all, we are interested in your ability to carry out this role, which is not dependent upon qualifications, but relevant skills and transferable experience. We are passionate about encouraging more and different types of visitors to use our galleries, in particular we would like to welcome more children and young people and encourage older people to visit more regularly too. We want to encourage more people with disabilities and other protected characteristics to feel welcome here, so if you have any experience of the kind of barriers these visitors might face, that could be very useful.



Image: 10th Anniversary Gala Dinner, The Exchange, image credit Lee Searle

TO SUMMARISE, THE JOB OF THE EVENTS PROGRAMMER MATERNITY COVER INVOLVES:

- Working closely with the Programme Team in planning workshops and events.
- Working closely with the Operations Team, Café Staff and Front of House, to ensure the smooth running of venue hires.
- Contributing to and creating content for marketing materials, working closely with the Marketing Manager.
- Planning, managing and delivering activities and workshops in the gallery.
- Developing a pool of freelance artists, working closely with the Programme Curator (Learning).
- Ensuring efficient and smooth booking for ticketed and free events.
- Budgeting, research and evaluation.
- Attending training for your own professional development where required.

WE ARE LOOKING FOR SOMEONE WHO:

- Is a creative person who likes working hands-on and enjoys bringing people together. (E)
- Has good attention to detail and can keep a good overview with lots of things going on at the same time. (E)
- Has excellent communication skills. (E)
- Has good administrative skills and working knowledge of Microsoft Office. (E)
- Is able to work independently, whilst working well within a small team. (E)
- Has great people skills. (E)
- Has a positive attitude to the work of Newlyn Art Gallery & The Exchange and is enthusiastic about the ability of art to inspire, delight and bring about positive change. (E)
- Has experience of working with members of the public. (E)
- Has working knowledge of marketing and customer service. (E)
- Has experience of budget management. (E)
- Has working knowledge of the booking system Eventbrite. (D)
- Has working knowledge of safeguarding procedures for children and young people. (D)

E – Essential – We expect all applicants to demonstrate these to make it to the interview shortlist

D – Desirable – Demonstrating these would significantly strengthen your application.

To apply for this job, please complete the application form.
Good luck with your application.

Please note:

This is a temporary contract. Should the post holder return earlier from maternity cover this contract may come to an end sooner, in which case eight weeks notice will be given. The current post holder will endeavour to facilitate a hand-over period at the beginning and end of the contract.



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